Important phone numbers

The Gateway at Newark  740-366-9222
The Gateway at Coshocton  740-622-1408
The Gateway at Knox  740-392-2526
The Gateway at Pataskala  740-755-7090
Counseling Services  740-364-9578
Office for Disability Services  740-364-9578
Office of Fees & Deposits  740-366-9232
Office of Financial Aid  740-366-9435
ITS Help Desk  740-366-9244
Newark Campus Bookstore  740-366-9277
Newark Campus Library  740-366-9307

For Safety and Security concerns
contact the Newark Campus Public Safety Office:  740-366-9237

For an emergency at any campus, call 911

Why college, why now?

There are times when you may begin to feel overwhelmed with homework, exams, the needs of your family, and maybe a full-time or part-time job. You may feel like giving up. If and when that happens, remind yourself why you’re attending Central Ohio Technical College and refocus on your goal.

My goal is ________________________________
Welcome to Central Ohio Technical College!

This reference guide is intended to help you be a successful college student. If you’re a first-time college student, there’s much to learn about college in general and specific to COTC; therefore, please refer back to this guide as you work to achieve your educational goals.

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The Gateway

The Gateway provides quality customer service in the areas of Admissions, Academic Advising, Registration and Student Records. The Gateway strives to offer seamless service by centralizing these key functions that are necessary for student success as they pursue their education at COTC. Each COTC campus has a Gateway location to serve students.

COTC Gateway Hours of Service

Newark Campus*: Monday, 8 a.m. to 6 p.m.; Tuesday through Friday, 8 a.m. to 5 p.m.

Extended Campuses* (Coshocton, Knox, and Pataskala) Monday through Friday, 8 a.m. to 5 p.m.

Identifying Your Advisor

Students are assigned to an Advisor after registering for their first class. Your Advisor is available to help you with academic planning, course registration, goal setting, program information, service referrals, and more. In the student section of myCOTC (for more information, see page 13), on the right-hand side under “My Schedule and Personal Information,” click on “User Profile” to find contact information about your Advisor. If your Advisor is unavailable, you are welcome to meet with another Advisor. Every new student is required to meet with their Advisor during their first semester of enrollment at COTC.

Locating and Knowing Your COTC ID Number

All students are assigned a unique COTC ID number upon application. Your ID number will appear on your photo ID and will be required on documents submitted to COTC. You can also find your COTC ID number in “User Profile” in myCOTC.

Obtaining Your COTC Photo ID

All students are encouraged to obtain a COTC photo ID card. Your photo ID will be required as identification as you visit various COTC offices, allows you to print from campus computers (see page 15), and obtain your books using financial aid at the Newark Campus Bookstore (see page 8). Your photo ID can be obtained through Safety and Security (see page 15).

The Mission of The Gateway

In direct support of the college’s mission, the COTC Gateway staff strives to empower students to develop the skills necessary for ownership of their educational and career paths.

We recognize that students are the most important part of our college and we are committed to providing them with exceptional customer service in a friendly and fun atmosphere.

Through an array of services, our dedicated staff provides students guidance toward academic self-responsibility and completion of their academic goals whether it is upgrading skills, graduation, transfer, or entering an occupation.
Paying for College

Now that you have decided to pursue a college certificate or degree, how do you pay for your education? There are a number of ways to obtain help in paying college tuition.

Financial Aid
COTC offers financial aid from several sources including grants, loans, scholarships, and student employment. All students are encouraged to apply for financial assistance by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To ensure aid is processed in time for fee payment and to maximize aid eligibility, you are encouraged to submit the FASFA by COTC's priority dates. You must reapply for financial aid each academic year and should notify the Office of Financial Aid of changes in your family's financial situation. If you are selected for verification, submit the requested documents in a timely manner to be awarded financial aid.

You must read about your Rights and Responsibilities as a financial aid recipient under the College Finances Section of myCOTC click on Financial Aid. To maintain aid eligibility, you must successfully participate in your classes. Dropping, withdrawing, not attending or failing classes can cause an adjustment to your financial aid creating a balance due on your tuition account. Financial aid can also be adjusted if you take classes not listed on your Plan of Study. The Office of Financial Aid periodically reviews student schedules and compares them against the plan of study for the student's active program. If we determine you are taking classes not on your current plan of study, your financial aid may be adjusted which may create a balance due on your tuition account. Financial aid will be adjusted for enrollment that includes courses not listed on your Plan of Study or for those where the course requirement has already been met. This adjustment will likely create a balance due on your student account. Full-time enrollment is not required to receive financial aid. Most grants and scholarships are prorated to reflect actual enrollment. To receive Federal Student Loans, you must maintain half-time enrollment (6 credits per semester).

Self-Pay/Payment Plan
Students paying for college themselves have the option to pay their tuition in full or sign up for the Tuition Payment Plan to divide your tuition into equal installments. Each semester requires a new payment plan. Tuition Payment Plan Forms can be found by visiting myCOTC> College Finances> Paying for College> Forms. Completed and signed payment plan forms can be faxed or scanned/emailed from your COTC student email account to Fees and Deposits and the payment can be made online. We need both your payment plan form and your 1st payment to confirm your account in a paid status.

*Payment plans can be submitted and payments can be accepted at the extended campus locations. Extended Campuses cannot accept cash payments. We strongly encourage online payments for the quickest processing available.

Employer/Agency
If you receive up-front tuition assistance, you must submit an authorization from your employer/agency to Fees & Deposits in order to be coded as a sponsored student. NOTE: COTC does not accept grade-based agreements (where the employer/agency will only pay COTC if you pass the class).

Veterans benefits/GI Bill
Students who are eligible for the GI Bill must self-identify to COTC's VA certifying official (located in the Office of Financial Aid) so enrollment information is sent to Veterans Affairs and your funds are activated.

Outside Scholarships
Submit any outside scholarships to the Fees & Deposits office so they can be processed and posted to your tuition account. NOTE: large scholarships will be divided evenly over the entire academic year unless we receive specific authorization from the issuing entity for a different treatment.
**529 Savings Plan**

Notify Fees & Deposits and allow at least 4 weeks for processing lead time when requesting your funds.

**Consortium Financial Aid**

Contact the Office of Financial Aid if you receive aid from another college or university.

**Securing Your Registration**

COTC tuition is due one week before the semester begins. Visit College Finances in myCOTC for more details. You must have your tuition account in a “paid” status by the due date to avoid incurring late fees and being dropped for non-payment. A paid status can be achieved by payment in full, using the tuition payment plan, having finalized financial aid, turning in an employer/agency/529 plan authorization, self-identifying to the VA certifying official for VA/GI Bill funding and/or self-identifying as a consortium financial aid funded student.

**Keeping up with your Student Billing Account**

The billing cycle for each semester begins approximately one month before the due date.

You will receive your first e-statement when billing is turned on and subsequent reminder emails as needed via your COTC student email account. No paper statements are generated or mailed.

You can use the View Account and Make Payments link on COTCconnect to view your tuition account details in real time and pay tuition balances.

If you have a balance due to the payment plan, financial aid adjustments, etc., you will be emailed periodically throughout the semester. Unpaid balances will result in financial holds which prevent registration changes, the ability to get a transcript or participate in graduation.

Accounts remaining in an unpaid status end up in collections. Eventually the account will be turned over to the Ohio Attorney General’s Office and incur additional collection costs (currently 10% plus the statutory interest rate).

**Dropping/Withdrawing**

For various reasons, you may decide it’s necessary to drop or withdraw from a course. Students are able to drop courses online during the add/drop period (typically the first week of the semester or first three days of a term course). After this period has ended, students must contact their Advisor in The Gateway to drop or withdraw. Drop/Withdraw requests must be received in person or via COTC email. Requests made by phone cannot be processed. Be aware of potential ramifications as the final outcome can be quite substantial in a monetary sense: tuition may still be owed and funding can disappear.

Before you drop or withdraw from a class speak with your Advisor in The Gateway, the Fees and Deposits Office and the Office of Financial Aid to discuss any possible outcomes.

All courses have certain timeframes for allowing a tuition adjustment upon drop or withdrawal. The adjustment period is as follows:

- **Full Semester Courses** – 14 Calendar Days at 100% and 0% after day 14
- **Term Courses** – 4 Calendar Days at 100% and 0% after day 4
- **Flexibly Scheduled Courses** – Up to the first 20% of course length for 100% and 0% after the 20% point

*Some contracted courses may only have a first day drop for 100% policy. Please see the chart posted via my.cotc to look at specific course information***

Most funding (financial aid, employer/agency, VA/GI Bill, etc.) is based upon a student successfully completing coursework; therefore, if a course drop/withdrawal occurs, part or all of the external funding may be cancelled. This can create a significant balance due especially if you receive a large amount of grants, scholarships or other funding. See the Managing Your Refunds and Financial Aid portal pages for more information.
Financial Aid-SAP

Satisfactory Academic Progress is the Federal Regulation that requires The Office of Financial Aid to monitor a student’s academic progress. Students are required to meet certain standards to receive and keep their financial aid. The entire SAP Policy is available at my.cotc.edu> College Finances> Financial Aid> Satisfactory Academic Progress. SAP is monitored by the following measures:

Grade Point Average GPA
Students must maintain a minimum semester and cumulative GPA of 2.0 or above which will be monitored at the end of every semester. COTC does not round up (i.e. 1.99 does not meet the 2.0 requirement).

Credit Hours Completed
Students must maintain a minimum semester and cumulative completion of 67% of all hours attempted. The completion ratio is calculated by dividing the number of hours successfully completed by the number of hours attempted. (Grades A through D- are successful.) For example, if you get an E or W in a 4 hour class and you attempted 12 hours, your completion ratio would look like this: 8(completed)/12(attempted)= 66% completion ratio; 66% would not be a successful semester. COTC does not round up. (i.e. 66.6% does not meet the 67% completion ratio).

Maximum Time Frame (MTF)
Students must complete their academic program within 150% of the published length, expressed as credit hours, needed to graduate. All classes attempted at COTC, repeated, or transferred in are included in attempted hours. For example, if your program is 100 credit hours, once you attempt 150 credit hours you will be at maximum time frame for receiving Federal Financial Aid.

Consequences of SAP for GPA and Completion Ratio
At the end of each semester, SAP is evaluated for each student whether or not they have financial aid. Notification of the change of SAP status is sent to the student’s COTC email account.

- The first semester a student fails to meet all the required standards, they are placed on a Warning Status. While on Warning Status, the student may still receive aid.
- If the student fails to meet the required standards while on Warning Status, Probation Status, or an Academic Plan, they will go to Cancellation Status. While on Cancellation Status, students are not eligible for any Federal, State, and most institutional financial aid which includes grants, scholarships and loans.

Reestablishing Eligibility
To regain eligibility, a student can:
1. Take classes and pay out of pocket until meeting all minimum SAP standards. Once these standards are met, the student may return to Eligible Status the following semester, or
2. Submit a SAP petition for consideration if he had documentable extenuating circumstances. This form can be found at my.cotc.edu> College Finances> Financial Aid> Appeals. There are several requirements to completing the petition; so please read and carefully follow the instructions.

NOTE: Students on Warning, Cancellation, Probation, or Academic Plan status for SAP will not have aid released for the subsequent semester until all current semester grades have been posted and academic progress has been reviewed. Therefore, fees may not be paid by the fee payment deadline.
Financial Aid—What happens when?

A student’s guide to what happens when dropping, withdrawing, failing, or not attending classes.

You should always check with The Office of Financial Aid before making any changes to your schedule or if you are struggling in any of your classes.

Dropping vs. Withdrawing
Dropping is eliminating one or some of your courses from your schedule. Withdrawing is when you drop all of your courses or your last enrolled course. There are different consequences for each of these situations, so it is important to speak with a Financial Aid Advisor before making any academic changes.

Aid Adjustments
A student’s earned aid is based on the length of time they attended their classes. If a student withdraws or stops attending classes before the 60% point of the semester, a portion of the total federal aid that they received may need to be repaid immediately. Federal aid and all other aid are viewed as 100% earned after the 60% point of the semester and no adjustment will be made unless the student did not attend their classes.

Non-attendance in classes is considered a reduction in hours and causes aid to be adjusted. Students not attending courses, for which they registered, must formally withdraw online at COTCconnect or at any of The Gateway offices by the 100% refund period to receive a tuition adjustment on their account. Students may also be administratively withdrawn from any/all courses that they are marked as never attending. Aid will be adjusted if a student is not attending classes which may create a balance due on the tuition account.

NOTE: Failing all courses may constitute an unofficial withdraw if the institution cannot document the student attended past the 60% point of the semester. Aid may be adjusted which can cause a balance due.

Financial aid will be adjusted for enrollment that includes courses not listed on your Plan of Study or for those where the course requirement has already been met. This adjustment will likely create a balance due on your student account.

The entire policy can be viewed at my.cotc.edu> College Finances> Financial Aid> Enrollment Change Policy.

Exit Counseling
Anytime you drop below 6 credit hours or take a semester off, you will be required to complete exit counseling if you have borrowed any federal student loans. You can complete this requirement online at https://www.studentloans.gov. You may be required to complete this more than once during your academic career.
Fees & Deposits

Tuition Payment Options
Tuition is generally due one week before the semester or the
day of registration if registering on/after the standard due
date. Students will receive emailed statements to their COTC email accounts.

Self-Pay
Pay in full or sign up for the Tuition Payment Plan (service fee applied to first payment) each semester to divide your tuition into equal installments. Payments can be made online on myCOTC under the COTCConnect menu> Students> My Student Financial Account> View Account and Make Payment using Visa, MasterCard, Discover, American Express or e-check.

Third Party/Agency
Submit tuition authorization (cannot be grade-based) on letterhead to Fees & Deposits.

GI Bill
Contact the VA Certifying Official in The Office of Financial Aid as soon as possible to have your enrollment certified; eligible students may be able to sign an “Intent to Pay for VA Students Form”.

Financial Aid
Students should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Once The Office of Financial Aid receives a student’s FAFSA, they will notify the student through COTC email of the student’s next steps. For additional information contact The Office of Financial Aid at 740-366-9435 or email at finaid@cotc.edu.

Acceptance Fee and Acceptance Fee Authorization
The Acceptance Fee is a one-time fee for degree or certificate seeking students. It will appear on your student financial account within 1-3 business days after registration for your first semester. If you are receiving , you must fill out the electronic Acceptance Fee Authorization form found at my.cotc.edu> College Finances> Paying for College> Forms> Acceptance Fee Authorization. This allows your financial aid to cover this one-time fee and prevents any holds or balances owed on your account.

Receiving Refunds
COTC students can receive refunds via direct deposit or paper check. Students can sign up for direct deposit (savings or checking) via my.cotc.edu> COTCconnect> My Student Financial Accounts> Direct Deposit Information – Non-Payroll. Students that sign up for Direct Deposit receive their refund approximately 7-10 days sooner than those that are mailed a paper check. Students who are not signed up for direct deposit will have their paper check mailed to their address on record. Students should verify and update their address if needed on my.cotc.edu> COTCconnect> My Schedule and Personal Information> User Profile.

Students who drop or withdraw from courses will have their tuition prorated according to the tuition adjustment schedule (College Finances> Dropping Courses).

Please be aware that if you are receiving financial aid, financial aid is not free— it is earned. Your financial aid eligibility and awarded amounts may be affected and/or reduced if you drop hours, withdraw, or stop attending. You may end up owing a balance due back to COTC. Unpaid balances result in registration, transcript, and graduation holds. Past due balances will be sent to the Attorney General’s office for collection.

For questions contact Fees & Deposits at 740-366-9232 or feesanddeposits@cotc.edu.
Bookstore

Purchasing Textbooks

Paying with Financial Aid
Bookstore charging is permitted to eligible students who have sufficient financial aid (grants, loans, and/or scholarships) to cover all of their tuition, fees, and the amount of the bookstore transactions.

To charge books/supplies, the student must provide a COTC photo ID which displays the correct seven digit student ID number. Purchases will be reflected on your student tuition account. Students are responsible for paying for book charges out of pocket if financial aid is reduced/revoked.

Students who have aid in place may view their available bookstore funds in MyCOTC > COTCconnect > Students > Bookstore Charge Transactions.

Please note you will not need to go to the Office of Financial Aid for a paper book voucher. As long as your fees do not exceed your expected financial aid disbursement, you will be able to charge your books and supplies against your pending aid. Questions on eligibility can be directed to the Office of Financial Aid at finaid@cotc.edu.

- Newark Campus Official Bookstore:
  It’s not required to order in advance. Students may go to the Newark Campus Official Bookstore during open hours and purchase books using financial aid beginning 10 days prior to the start of the semester.

- Extended campus bookstore:
  - Must order books online to be picked up at the extended campus during “pop-up” hours.
  - When ordering online, students will choose the campus location for the books to be sent and “financial aid” as the payment option. Input your 7-digit COTC ID number (found on your ID card or on myCOTC under “User Profile”) as your student ID number. For navigation tips on the online bookstore website, contact the Newark Campus Official Bookstore at 740-366-9277.
  - You must make arrangements at least 48 hours in advance with the bookstore to have books available at extended campus locations during the scheduled “pop-up” hours.

NOTE: ALL students must present a COTC student ID card to pick-up/purchase books with financial aid.

Paying Out of Pocket
Visit the Newark campus bookstore during business hours to purchase books OR order and pay online to have books shipped to your home, picked up at the bookstore or picked up at extended campuses during pop-up dates and times.

NOTE: Only pre-ordered/reserved books will be brought to the extended campuses. You can still pay when you get there with a cash or check, but a reservation request will need to be submitted 48 hours in advance of the “pop-up” date. For this option please send request to bksoasunewark@bncollege.com. This option is only for students who want to pay out of pocket at the point of pickup. All financial aid orders and textbook rental orders must be submitted via the online ordering system.

Renting Textbooks
To rent a textbook you must order online or visit the Newark Campus Official Bookstore and have a credit card to put on file. While financial aid can be used to rent books, a credit card is needed to secure the rental because financial aid will not pay for unreturned rentals.

Paying through Third Party
- Any authorizations regarding a third party paying for textbooks need to be taken to Barnes and Noble and books can be purchased based upon those specific arrangements.
• Once arrangements have been made, books may be ordered on the website or purchased in store. If choosing to order via the website, choose your pick-up location for where you want the books to be sent and financial aid then choose Voc Rehab/Coll Credit+/JFS/OSU option.

When to Purchase Textbooks
While orders can be placed as soon as a term is active, in general, bookstore charging can begin up to 10 days before the semester starts and continues until the fourth Friday of the semester. For your convenience, the bookstore is open extended hours during the first two weeks of the semester. Visit the Newark Campus Official Bookstore web page for store hours.

Knowing Which Textbooks to Purchase
Textbook information can be found at the Newark Campus Official Bookstore web page. Select the Term, Department, Course, and Section to locate your books. For additional assistance, you may contact Newark Campus Official Bookstore at 740-366-9277. See page 10 for step by step instructions for ordering textbooks online.

Items that can be purchased using Financial Aid
• Book bag (limit of one)
• Calculators (must have course syllabus to purchase)
• Notebooks/paper
• Packets
• Reference materials
• Software (must have course syllabus to purchase)
• Textbooks, e-text, and rentals
• Writing instruments
• Travel Drive
• Laptops (up to $900, limit of one, non-returnable)
• E-readers (up to $400, limit of one)
• E-reader or laptop sleeve
• Other required educational expenses (supplies and uniforms)

Returning Rented Textbooks
All rentals are due the last day of finals week. The rental due date is also noted in the confirmation email sent when textbooks are rented.

• Before the rentals are due you will receive a reminder email
• Rentals must be returned to the Newark Campus Bookstore OR mailed via UPS
  - Within the email there is an option to print a pre-paid UPS return label. The pre-paid label must be postmarked by the rental due date
  - When using the pre-paid shipping label the book must be placed in a box (it is suggested to keep the box the book arrived in) and taken to a UPS drop off
• UPS locations nearest to each extended campus:
  Coshocton: Buehler’s Food Market, 830 S. 2nd Street, Coshocton
  Knox: 109 E. High Street, Mount Vernon
  Pataskala: 572 E. Broad Street, Pataskala

NOTE: If the rental books are not returned by the specified due date the cost of the books will be charged to the credit card on file.

Please contact the bookstore if you have any questions:
740-366-9277 or 1-800-963-9275 Ext. 69277
Bksosunewark@bncollege.com
Ordering Textbooks Online: A Step-by-Step Guide

Step 1: Log into your myCOTC, on the left drop down the “menu” and choose “Campus Life” then choose “Bookstore”.

Step 2: Once you are on the bookstores website, click the “Textbooks” tab, which will be at the top of the page.

Step 3: From the drop down menu, use your class schedule to select: Term, Department, Course, and Section. Then select ‘Find Materials’. EXAMPLE: BIO-110-NB
Step 4: When viewing your textbooks you will choose a purchase option. Depending upon the availability, you may have the ability to choose from new, used or rental. Rentals may save you approximately 49% off the price of a new book. A credit card is required to secure a rental.

Step 5: Once your selection has been made, click "Add selected items to Cart".

Step 6: Review your cart items to ensure that everything is correct. Once you have what you need, click "Checkout".

Step 7: Create an account or sign in if you are a returning user or link your Facebook account for easy sign-in.
Step 8: If you have chosen to rent a text, you will first need to read through and accept the rental agreement. You will then need to choose where you would like to pick up your order. You may choose an extended campus for pop-up hours but be sure you can pick up your order during the hours as they will not be available outside of those hours. Please note: If you are using financial aid to pay for your books, you must choose to pick up your books. Financial Aid orders cannot be shipped.

Step 9: If you have chosen to rent one or more text books you must enter your credit card information to secure your textbook rental. Once you have entered this information you can choose another way to pay. If you are not renting, you will be taken to the options for paying.

Step 10: You may use your financial aid funds to pay for your books and supplies, but remember if you choose to rent a book, you still need to supply credit card information. You will need your student ID number to use financial aid.

Step 11: Choose the appropriate option.
**myCOTC**

myCOTC is an online portal where you go to view your class schedule, grades, financial aid, COTC email, general information about the college, policies and procedures, as well as campus events and notices. You will use myCOTC to register for classes, view financial information, make payments, request transcripts, view grades and more.

Below is a short overview:

<table>
<thead>
<tr>
<th>Link</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Webmail (student email account)</td>
<td>Email is the official way COTC communicates with you. Please check daily so you don’t miss important information deadlines.</td>
</tr>
<tr>
<td>Campus Notices</td>
<td>Here you will find campus news, events, class cancellations and more.</td>
</tr>
<tr>
<td>Academics</td>
<td>This link provides information dates and deadline information. “Policies and Procedures”.</td>
</tr>
<tr>
<td>Campus Life</td>
<td>This link provides information about campus activities for students and ways for you to become involved with organizations and intramurals. The Code of Student Conduct can be found here.</td>
</tr>
<tr>
<td>College Finances</td>
<td>Find information about the financial aid process, tuition payment options, and deadlines. Student employment opportunities are also found here.</td>
</tr>
<tr>
<td>Career Services</td>
<td>This link includes job postings, interviewing tips, résumé review, career exploration and other free services provided by Career Services.</td>
</tr>
<tr>
<td>Student Planning</td>
<td>You can view your progress toward your degree, plan classes for future semesters, search for classes, register, add and drop (during designated period) online. There are some exceptions to being able to complete online registration; therefore, it is important to review any prompts you receive during this process or contact your Advisor for assistance.</td>
</tr>
<tr>
<td>My Student Financial Accounts</td>
<td>View your account statement, pay fees online and sign-up for Direct Deposit if you have excess financial aid.</td>
</tr>
<tr>
<td>My Financial Aid</td>
<td>This link will show what documents you need to submit for financial aid verification, your financial aid award, and where to accept loans and other important to-do items.</td>
</tr>
<tr>
<td>My Schedule and Personal Info</td>
<td>This link is where you access your class schedule, including room assignments when posted (approximately one week before classes). Additionally, this is where you can find names of your academic and faculty advisors, update personal information (address and phone number). Your COTC student ID number is located under the My profile section.</td>
</tr>
<tr>
<td>My Grades &amp; Transcripts</td>
<td>This link is where you can access your final grades, view your unofficial transcript and request official transcripts.</td>
</tr>
</tbody>
</table>

**Moodle**

Moodle is COTC’s online tool you will use for your COTC classes. Moodle is where you access all online courses as well as information for face-to-face courses. It may be used for instructor announcements, posting of grades, syllabus and even submitting assignments.

Explore the “Moodle Help” section to become familiar with Moodle.
Information Technology Services (ITS) Helpdesk

The ITS Helpdesk offers technical support services by providing information and troubleshooting technical problems through remote connectivity, over the phone, via email, and in person.

If you are unable to login with your username/password, forgot your password or experience Moodle issues, contact the ITS Helpdesk at 740-366-9244.

Student Computer Lab Hours

There are open computers labs at each COTC campus. Call the Gateway office at Coshocton, Knox or Pataskala for hours at those facilities. Computer lab hours at the Newark Campus can be viewed by visiting myCOTC> Campus Life> IT Support> Computer Labs (under Get Started).

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### College Finances

<table>
<thead>
<tr>
<th>Link</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Charge Transactions</td>
<td>Document that provides details on how to use financial aid for book purchases.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Provides information on applying for financial aid, priority processing dates, types of financial aid available, Rights &amp; Responsibilities, forms and other resources.</td>
</tr>
<tr>
<td>Dropping Courses</td>
<td>Provides information on the refund schedule of tuition, adjustment charts for financial based on the number of hours enrolled and how to receive a refund of excess funds.</td>
</tr>
<tr>
<td>Paying for College</td>
<td>Provides term specific fee payment deadlines, payment plan information and Fees and Deposits contact information.</td>
</tr>
<tr>
<td>Student Employment</td>
<td>Provides information on student employment opportunities on campus.</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>Provides information on current tuition and course fees.</td>
</tr>
</tbody>
</table>
Printing on Campus

In order to use campus printers, you will need to add money to your COTC ID card. COTC ID cards are currently administered by The Ohio State University student ID card system. To add funds to your card, use one of the following methods:

1. Visit the Fees & Deposits office in Hopewell Hall on the Newark Campus to get help adding money to your ID card. Cash, check or a credit card (there is a $5.00 minimum if using a credit card) can be used to pay for the funds you want placed on your card. Note: You cannot add funds to your COTC ID card at the Knox, Coshocton or Pataskala campuses; you must visit the Newark Campus, add funds online or over the phone with the BuckID Office.

2. Use The Ohio State University Buck ID Card “Make a Deposit” feature online: [http://www.buckid.osu.edu/](http://www.buckid.osu.edu/). Complete instructions how to add funds and manage your ID card for these purposes are provided on the web site; the “BuckID number” field is your 8 or 9-digit COTC ID card number printed on the front of the card. There is a minimum of $10.00 and no fees for adding funds electronically.

3. Funds may be added by phone by calling The Ohio State University ID Card Office at 614-292-0400. You must know your COTC ID card number and COTC email address.

To assist you in managing your funds, the following charges will be applied to your ID card when printing or copying:

1. Black & White printing: 7 cents per copy
2. Duplex printing: 10 cents per copy
3. Color printing: 15 cents per copy
4. Copying: 10 cents per copy

Public Safety

Newark Campus:

The Public Safety Office, providing Police, Security, and Safety services, is located in the Warner Center, Room 105, across from the bookstore. **To report police, security, or safety concerns, call 740-366-9237.** Student ID cards and parking permits are issued by the Public Safety Office. There is no charge for an initial ID card or parking permit (excessive replacements may generate a charge).

- Campus Security office is open 24 hours a day/seven days a week. Police staffing is during most academic hours.
- Campus Security can also help those locked out of their car or needing a jump start on a dead vehicle battery. Contact the Public Safety Office if you need assistance.
- Campus Security will provide on-campus escort service to vehicles. Contact the Public Safety Office.
- Background Checks (BCI&I and FBI) can be performed at the Public Safety Office after being paid for at Fees & Deposits in Hopewell Hall.

Extended Campuses:

To report safety and security concerns, call the Newark Campus Public Safety Office, 740-366-9237. For an emergency situation, call 911. Please contact the Gateway to make arrangements to obtain a student ID card and parking permit. There is no charge for either item.

- Campus Security can help those needing a jump start on a dead vehicle battery.
- Campus Security will provide escort services to vehicles.

Campus Emergency Alert System

COTC utilizes a Campus Emergency Alert System to quickly communicate information regarding emergencies on campus and any campus closures to all students, faculty and staff.

As a registered COTC student, you will automatically receive alerts through your COTC email address. If you would like to receive alerts via text message and/or a personal email address, you can register online through myCOTC. For more information, please visit Campus Emergency Alert System in myCOTC. Contact the ITS Helpdesk for assistance.
### Campus Parking

Students may only park in white-lined student/visitor parking spaces 24 hours a day, seven days a week. Student parking permits are available at the Public Safety-Security Office at 105 Warner. There is no charge for student permits.

### Disability Parking

Handicap and Disability parking is reserved solely for those with State of Ohio issued disability placards. The owner of the placard must be present in the vehicle when parked. Citations for parking in Disability spaces without the appropriate placard will result in citations issued by both Newark Security ($50.00) and/or OSU Police and local Police ($500.00) and a mandatory trip to Municipal Court.

### Residence Hall Parking

The parking lots surrounding the Newark Residence Halls (lots K & H) are reserved solely for residents and employees of the halls. A vehicle parked there must have a resident hall permit 24 hours a day, seven days a week.

### Speed Limits

The speed limit on University Drive and the Sharon Valley extension to the residence halls is 25 MPH maximum. The speed limit is rigorously enforced by electronic means and is controlled with speed bumps. The speed limit in parking lots is 10 MPH.

### Parking Enforcement and Citations

If you are issued a citation and do not pay the fine at the Fees and Deposits Office, Hopewell Hall, before the deadline stated on the citation, late fees could apply. The Newark Campus reserves the right to freeze your transcripts/account for unpaid parking violations and/or tow your car if you accumulate three unpaid violations during the current academic year. If your car is towed, you must first pay the outstanding fines at the Fees and Deposits Office and then pay the towing company to secure the release of your car. The towing company will charge $60.00-80.00 depending on the type of vehicle plus $15.00 a day for storage. Any disputes regarding violations or tickets need to be addressed directly with the Office of Public Safety.

### Title IX Information

Central Ohio Technical College (COTC) is committed to providing a safe and positive living, learning, and working environment. The college and campus have a responsibility to ensure that all students, staff, faculty and visitors can enjoy the benefits and opportunities the institutions have to offer in an environment free from discrimination on the basis of sex or gender, including sexual assault and sexual harassment.

COTC and Ohio State Newark utilize a variety of approaches to prevent and investigate incidents of sexual misconduct. We realize that individual community members who are affected in some way by sexual misconduct can benefit from many sources of support and assistance. It is important that all members of our community know where to turn if they have a concern, need assistance or support, or would like to file a complaint. For up-to-date information regarding policies, procedures and support resources, please visit: [http://www.cotc.edu/titleix](http://www.cotc.edu/titleix)

### Veteran and Military Students

COTC provides ongoing support to veteran and military students through a team of professionals who assist with meeting their needs. Every veteran and military student is assigned an academic advisor with specialized training. The Office of Financial Aid has a certifying official who can provide guidance on education benefits. The Office of Student Life houses a Veteran’s Affairs Coordinator. Veteran and Military students have priority registration prior to open registration for all students. For additional information on resources visit the Veterans and Military Students website at [go.cotc.edu/veterans](http://go.cotc.edu/veterans)
Student Academic Support Services

COTC offers a variety of free services to help ensure student success. Below you will find a brief description of the services available. You can find detailed information in myCOTC under “Academic Life” and “Campus Life.” While the resources may be housed on the Newark campus, extended campus students have access to these resources and several are available at all campuses.

See “Student Academic Support Services” under Academics in myCOTC for details on the support services listed below:

Center for Student Success (CSS)
The Center for Student Success represents a collection of FREE services, for which links are provided at: www.cotc.edu/success.

- Communication Resource Center (CRC) assists students with improvement of written and spoken communication skills. The CRC is housed in Warner Center, Room 214; CRC hours are also available at each extended campus.
- Learning Skills Specialist provides advice and resources to enhance learning inside and outside of the classroom.
  - Areas of support include: study skills, time management, note taking, test-taking strategies, and learning through technology.
  - Services are available to students on all COTC campuses in-person and online. Contact Ferdinand Avila-Medina: Warner Center, Room 208; phone 740-366-9247; email fmedina@cotc.edu; text 740-261-6607; myCOTC> Academics> Student Academic Support Services> Learning Skills Specialist

- Math Learning Center assists students with improvement of math skills. The Math Learning Center is housed in Warner Center, Room 202; Math Learning Center hours are also available at each extended campus.
- Testing Center administers many types of tests, including, but not limited to, placement testing, proficiency tests, make up tests, and class tests for students with authorized accommodations. The Testing Center is located in Hopewell Hall, Room 88. Each extended campus also has a test proctor to administer various tests.
- Tutoring Center
  - Tutoring is provided on a walk-in basis with no appointment required.
  - Tutoring Center is housed in Warner Center, Room 211 on the Newark Campus.
  - Extended campus students should visit their Gateway for information on the “Tutor Center Liaison” who can assist in connecting students with resources available on the extended campus.
  - The Tutoring Center does not provide tutoring in COTC Math, Writing, or GENR courses. These services are provided through the CRC and Math Learning Center.
  - Online tutoring is provided through eTutoring. More information is available on the Tutoring web page.
Student Life

Learning occurs in every corner and space throughout the college, all day and every day. The Office of Student Life is central to this process, offering students comprehensive, co-curricular programs and services to support them as they transition into and through the college and prepare for their chosen professions and to live in a global society.

Call the Office of Student Life for more information: 740-364-9578

Campus Corner Student Food Pantry
- Open to all COTC students
- Located in Warner Center room 250
- Hours of Operation: Monday 5:30-7:30 pm and Tuesdays 1-3 pm
- Student photo ID is required.
- Offered in partnership with: Food Pantry Network of Licking County, Ohio State Newark Office of Retention, and Office of Student Life

Counseling Services
- Counseling Services are free to all currently enrolled students and provides help for anxiety, depression, relationship problems, crisis situations, and many other issues.
- Counseling Services is housed in the Warner Center Suite, Room 226. Services are available at extended campuses by appointment.

Call 740-364-9578 to schedule an appointment.

Disability Services (DS)
- Provides free programs and services designed to help qualified students with disabilities have full access to college life at all COTC campuses.
- Case by case services may include: authorized accommodations, adaptive technology, transition planning, and referrals to other departments.
- Students are encouraged to contact the Office for Disability Services in the early stages of their college planning. DS is housed in the Warner Center Suite 226.

Call 740-364-9578 to schedule an appointment, or visit http://www.cotc.edu/Life/Pages/Disability-Services.aspx

Dining Services
Table of Contents is our market style dining operation in the Warner Center, featuring:
- Selection of home cooked comfort foods, sandwiches, and pizza
- Build-your-own salad bar
- Cooked to order chicken sandwiches and burgers
- Fresh deli sandwiches, fruit bowls, desserts, and soups

Additionally in the Cyber Café, in the Reese Center, specializes in:
- Locally produced Crimson Cup Coffee
- Daily soup Specials
- Variety of snack foods, deli sandwiches, and grab-n-go items

Hours of operation vary at the beginning and end of semesters as well as holidays

Meditation Room
- Located in Warner Center room 209 at the Newark Campus.
- Room can be accessed during regular building hours.
- Is equipped with shelving for personal items, and mats for use during prayer or meditation

Multicultural Affairs
- Promotes cultural awareness events and programs both on and off campus and creates an environment that is conducive to the overall collegiate experience for students regardless of ethnicity, socio-economic status, origin, gender, race, sexual orientation or disability.
- Strives to develop comprehensive programs to increase retention of minority students for academic success and professional development as well as collaborate with other offices and the community to create an inviting and relaxed atmosphere that promotes inclusiveness for all students.

Call 740-366-9443 for more information or visit: http://www.cotc.edu/Life/Pages/Office-of-Multi-Cultural-Affairs.aspx
Student Involvement

• Involvement in campus activities provides many new challenges and opportunities to learn and grow.
• Campus clubs and organizations match a variety and diversity of interests and needs.
• Social, cultural, political, religious, and community service organizations are a few of the possibilities.

Call the Office of Student Life for more information: 740-364-9578 or visit: http://www.cotc.edu/Life/student-involvement-creating-experience-for-life

Recreational Sports

Recreational Sports Provides Intramural, recreation, and fitness opportunities for students of Central Ohio Technical College

Facilities

• Adena Recreation Center
  • State of the art cardio machines
  • Weight equipment and racks
• Multipurpose Room
  • 1,500 square feet
  • Wood Floors and mirrored walls
• Multipurpose Field
  • Multipurpose grass turf field 50 yds x 80 yds
• Gymnasium
  • 2 full basketball courts or
  • 2 full volleyball courts or
  • 1 full tennis court

Programming

• Wellbeats group fitness classes
  • Yoga
  • Pilates
  • Kickboxing
  • Spinning
  • Strength training
  • Core training

Intramural Sports Leagues or Tournaments

• Offerings vary. See website for current availability
• Registration at Imleages.com or the IM Leagues App

Hours of Operation may vary. See website for hours each semester

Contact by visiting myCOTC> Campus Life>Recreational Sports

Career Services

The Office of Career Development & Experiential Learning provides students and graduates with individualized career planning and consultation with a variety of topics including:

• Career assessment for undecided students, including FOCUS 2 (web-based career assessment tool)
  • See below for FOCUS 2 information
• Job search strategies
• Labor market information
• Assistance with resumes & cover letters
• Practice interviews
• Support in seeking experiential learning opportunities
• Electronic job & internship board
• Located in Warner Center Suite 226

Contact Derek Thatcher at 740-366-9453 or thatcher.42@cotc.edu, or visit: http://www.cotc.edu/Life/Pages/Career-Development.aspx
Focus 2 is a self-paced, online career and education planning tool for college students. It will enable you to self-assess your career-relevant personal qualities and explore career fields and areas of study that are most compatible with your assessment results.

Focus 2 Provides:
- Career assessments
- Occupational information
- Videos about various career fields
- Career planning tools
- Career options by education level
- Side-by-side occupational comparisons

To optimize your use of Focus 2, be sure to:
- Complete the “Self-Assessment” section within the program

Schedule an appointment with the Office of Career Development to review your results by calling 740.366.9453.

To get started with Focus 2:

First-time users:
Access Focus 2 under the Career Services tab in myCOTC.
Create a New Account Use the following ACCESS CODE when prompted – COTC
Choose a username and password for future use. Be sure to remember your personal username and password as the Office of Career Development will not have it on file.

Returning users:
Log in Now using the account you have already created.

Remember, choosing a program of study and career path is your own responsibility and no assessment or career advisor can make these difficult decisions for you. However, FOCUS 2 is a great place to start and the Office of Career Development is here to help you weigh your options.

Library

The Newark Campus Library is home to over 55,000 books and connects students with resources from all over the state, easily allowing students to work on their research papers from both on and off campus. Located in the Warner Center, library services include:

- Research librarians assist students with locating the books, articles, and any other sources they need to successfully complete their assignments. Librarians are available in person, phone, email, and chat.
- OhioLINK provides access to nearly 50 million books, over 100 online article databases, and thousands of images and videos. Students can request books from other college libraries and have them sent to any COTC campus location. Newspaper and journal articles are available through the online databases, allowing students to work from home or on campus. When requesting a book, remember to put the letters CT in front of your ID number, so that the system knows you are a COTC student.
- Reserve items such as lab manuals and some textbooks are available at the circulation desk; please stop by or call to see if your instructor has placed a book on reserve for your class.
- Study rooms, laptops, phone chargers, and calculators are available for checkout through the Library; visit the Library Circulation Desk to checkout one of these items.

Contact Information:
library.cotc.edu
Phone: 740-366-9307
Email: ask@bc.osu.libanswers.com
Chat: available on our website: http://library.cotc.edu/help/ask-us.html

Hours during the academic year:
Monday – Thursday: 8 a.m. - 10 p.m.; Friday: 8 a.m. - 5 p.m.; and Sunday 1 p.m. – 5 p.m.

Hour during semester breaks:
Monday – Friday, 8 a.m. - 5 p.m.
Academic Policies and Procedures

It is important to familiarize yourself with the Academic Policies and Procedures at COTC. You can view these Policies and Procedures by visiting my.cotc.edu> Academics> Academic Policies and Procedures.

Code of Student Conduct

The code of student conduct is established to foster and protect the core missions of the college, to foster the scholarly and civic development of the college’s students in a safe and secure learning environment, and to protect the people, properties and processes that support the college and its missions. You can view the Student Code of Conduct as well as the Student Handbook by visiting my.cotc.edu> Campus Life> Student Handbook.

Policy for Drug Free Schools and Campuses

The Policy for Drug Free Schools and Campuses can be viewed by visiting my.cotc.edu> Academics> Gateway Advising> Orientation and Student Success. This policy identifies rules regarding drug and alcohol use by faculty, staff, and students whether they are on campus or engaging in campus related activities.

Calendar Information

It is important to stay on track with important dates and deadlines. The Academic Calendar can be found by visiting my.cotc.edu> Academics> Academic Calendar. You can find the following dates and many more by viewing the Academic Calendar:

- Semester start dates
- Add/drop deadlines
- Graduation petition deadlines
- Holidays

Note: There are different “start” and “drop” dates depending on whether the classes are semester-long courses or “flex” classes such as CPR and Basic Health Care Skills.

Tips for Success

Prioritize college

Set aside time for study each week. It can be tempting to skip classes in college. Don’t do it! Obviously, missing classes hurts you academically, but also financially - financial aid is affected by poor grades and poor attendance. Not only can your financial aid be cancelled, you may owe the College money.

Put your cell phone on vibrate

Cell phones can be distracting to you, your classmates and your instructor. Be courteous; silence your phone and resist the temptation to use it during class.

Get to know your instructors and fellow classmates

Your instructors are your most valuable resource. Introduce yourself to your faculty member and classmates. Get involved in class discussions. Exchange contact info with other students in case you are absent and need to find out what you missed. Consider forming a study group.

Visit the Gateway

Gateway advisors are available on all COTC campuses. The Gateway is often your first stop for assistance and information.

Use a planner, online calendar or your smart phone to stay organized

Your life is too busy to keep track of assignments and deadlines without writing them down.

Be aware of important COTC dates and deadlines

Go to my.cotc.edu. Click the “Academics” tab and then “Academic Calendar.”

Check your COTC email daily

Email is COTC’s official communication with students. Get in the habit of logging on to my.cotc.edu every day for news, announcements and current information.
Habits of Successful College Students

Be Proactive
- Be responsible.
- Take initiative.
- Choose your actions, attitudes, and moods.
- Don’t blame others for your inaction.

Begin with the end in mind
- Plan ahead: meet with your Advisor regularly.
- Set realistic goals.
- Do things that have meaning.
- Make a difference.

Study
- Find a quiet place where you won’t be interrupted.
- Stick to a schedule.
- Discover the library.
- Don’t overwhelm yourself: take a least one break every hour.

Get the right tools
- Get your textbooks and course materials.
- Keep organized with binders, folders, and a calendar (paper, phone, tablet, or computer).
- Use your syllabus as a planning tool for due dates, expectations, and rules.

Attend class
- Meet your instructor early in the semester. If enrolled in an online class, email your instructor introducing yourself.
- Communicate with your instructor throughout regarding grades, upcoming absences, etc.

Don’t be afraid to admit you need help, then go get it
- Some materials will be difficult and challenging.
- Visit the Math Learning Center and Communication Resource Center.
- Schedule an appointment to see the Learning Skills Specialist.

Take care of yourself and have fun!

FERPA—Family Educational Rights and Privacy Act of 1974

What is FERPA? Family Educational Rights and Privacy Act of 1974
A federal law designed to protect the privacy of educations records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

The Essence of the Act:
- College students must be permitted to inspect their own education records.
- School officials may not disclose identifiable information about students nor permit inspection of their records without a student’s written permission unless such action is covered by certain exceptions permitted by the Act.

Directory Information
Students choose to have directory information released or withheld when they apply to the College. Changes can be made by visiting The Gateway office.
Directory information includes:
- Name
- Dates of Enrollment
- Major
- Degrees or Awards Received (including honors list)
- Hometown
- Veteran/Military status

Confidential Information Release
For students and individuals approved by the student to be able to speak to COTC staff members about personal information they must complete the Confidential Information Release Form. Information that can be released is limited. You must know your COTC ID number and code word when calling the College. Information cannot be released to you by phone if you don’t know your code word. If you listed someone on a Confidential Information Release form, that person must know your COTC ID number and code word when calling COTC to ask specific questions on your behalf.

Please note that the Office of Student Life requires a separate release form to be signed by the student for access to information about Student Conduct and Disability Services. The Confidential Information Release Form is strictly for The Gateway, Financial Aid, Fees & Deposits and Academic Affairs.
### Financial Aid Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Letter</td>
<td>An offer from a college or career school that states the type and amount of financial aid the school is willing to provide if you accept admission and register to take classes at that school.</td>
</tr>
<tr>
<td>Award Year</td>
<td>The school year for which financial aid is used to fund your education.</td>
</tr>
<tr>
<td>Cost of Attendance (COA)</td>
<td>The total amount it will cost you to go to school—usually stated as a yearly figure. COA includes tuition and fees; room and board (or a housing and food allowance), and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses. Contact the financial aid administrator at the school you’re planning to attend if you have any unusual expenses that might affect your COA.</td>
</tr>
<tr>
<td>Data Release Number (DRN)</td>
<td>The four-digit number assigned to your FAFSA that allows you to release your FAFSA data to schools you did not list on your original FAFSA. You need this number if you contact the Federal Student Aid Information Center to make corrections to your mailing address or the schools you listed on your FAFSA. You find this number below the confirmation number on your FAFSA submission confirmation page or in the top right-hand corner of your Student Aid Report (SAR).</td>
</tr>
<tr>
<td>Default</td>
<td>Failure to repay a loan according to the terms agreed to in the promissory note. For most federal student loans, you will default if you have not made a payment in more than 270 days. You may experience serious legal consequences if you default.</td>
</tr>
<tr>
<td>Deferment</td>
<td>A postponement of payment on a loan that is allowed under certain conditions and during which interest does not accrue on Direct Subsidized Loans, Subsidized Federal Stafford Loans, and Federal Perkins Loans. All other federal student loans that are deferred will continue to accrue interest. Any unpaid interest that accrued during the deferment period may be added to the principal balance (capitalized) of the loan(s).</td>
</tr>
<tr>
<td>Dependency Status</td>
<td>The determination of a Free Application for Federal Student Aid (FAFSA) applicant as dependent or independent.</td>
</tr>
<tr>
<td>Dependent Student</td>
<td>A student who does not meet any of the criteria for an independent student. An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.</td>
</tr>
<tr>
<td>Direct Loan</td>
<td>A federal student loan, made through the William D. Ford Federal Direct Loan Program, for which eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans and Direct Consolidation Loans are types of Direct Loans.</td>
</tr>
<tr>
<td>Direct PLUS Loan</td>
<td>A loan made by the U.S. Department of Education to graduate or professional students and parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.</td>
</tr>
<tr>
<td>Disbursement (disburse or disbursed)</td>
<td>Payment of the loan funds to the borrower by the school. Students generally receive their federal student loan in two or more disbursements.</td>
</tr>
<tr>
<td><strong>Eligible Program</strong></td>
<td>A program of organized instruction or study of a certain length that leads to an academic, professional, or vocational degree or certificate, or other recognized education credential.</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Entrance Counseling</strong></td>
<td>A mandatory information session which takes place before you receive your first federal student loan that explains your responsibilities and rights as a student borrower.</td>
</tr>
<tr>
<td><strong>Exit Counseling</strong></td>
<td>A mandatory information session which takes place when you graduate or attend school less than half-time that explains your loan repayment responsibilities and when repayment begins.</td>
</tr>
<tr>
<td><strong>Expected Family Contribution (EFC)</strong></td>
<td>This is the number that’s used to determine your eligibility for federal student financial aid. This number results from the financial information you provide in your FAFSASM, the application for federal student aid. Your EFC is reported to you on your Student Aid Report (SAR).</td>
</tr>
<tr>
<td><strong>FAFSA</strong></td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td><strong>Federal Pell Grant</strong></td>
<td>A federal grant for undergraduate students with financial need.</td>
</tr>
<tr>
<td><strong>Federal School Code</strong></td>
<td>An identifier that the U.S. Department of Education assigns to each college or career school that participates in the federal student aid programs. In order to send your FAFSA information to a school, you must list the school’s Federal School Code on your application. A list of Federal School Codes is available at <a href="http://www.fafsa.gov">www.fafsa.gov</a>.</td>
</tr>
<tr>
<td><strong>Federal Student Aid</strong></td>
<td>Financial aid from the federal government to help you pay for education expenses at an eligible college or career school. Grants, loans and work-study are types of federal student aid. You must complete the FAFSA to apply for this aid.</td>
</tr>
<tr>
<td><strong>FSA ID</strong></td>
<td>Your electronic username/password that serves as your identifier to allow access to personal information in various U.S. Department of Education systems and acts as your electronic signature on some online forms. If you do not already have an FSA ID, you can request one online at fsaid.ed.gov.</td>
</tr>
<tr>
<td><strong>Federal Student Aid Programs</strong></td>
<td>The programs authorized under Title IV of the Higher Education Act of 1965 that provide grants, loans and work-study funds from the federal government to eligible students enrolled in college or career school.</td>
</tr>
<tr>
<td><strong>Federal Student Loan</strong></td>
<td>A loan funded by the federal government to help pay for your education. A federal student loan is borrowed money you must repay with interest.</td>
</tr>
<tr>
<td><strong>Federal Work-Study</strong></td>
<td>A federal student aid program that provides part-time employment while you are enrolled in school to help pay your education expenses.</td>
</tr>
<tr>
<td><strong>Financial Aid Offer</strong></td>
<td>The total amount of financial aid (federal and nonfederal) a student is offered by a college or career school. The school’s financial aid staff combines various forms of aid into a “package” to help meet a student’s education costs.</td>
</tr>
<tr>
<td><strong>Financial Aid Office</strong></td>
<td>The office at a college or career school that is responsible for preparing and communicating information on financial aid. This office helps students apply for and receive student loans, grants, scholarships and other types of financial aid.</td>
</tr>
<tr>
<td><strong>Financial Aid Package</strong></td>
<td>The total amount of financial aid (federal and nonfederal) a student is offered by a college or career school. The school’s financial aid staff combines various forms of aid into a “package” to help meet a student’s education costs.</td>
</tr>
<tr>
<td><strong>Financial Need</strong></td>
<td>The difference between the cost of attendance (COA) at a school and your Expected Family Contribution (EFC). While COA varies from school to school, your EFC does not change based on the school you attend.</td>
</tr>
<tr>
<td><strong>Free Application for Federal Student Aid (FAFSA)</strong></td>
<td>The FREE application used to apply for federal student aid, such as federal grants, loans, and work-study.</td>
</tr>
<tr>
<td><strong>Grace Period</strong></td>
<td>A period of time after borrowers graduate, leave school, or drop below half-time enrollment where they are not required to make payments on certain federal student loans. Some federal student loans will accrue interest during the grace period, and if the interest is unpaid, it will be added to the principal balance of the loan when the repayment period begins.</td>
</tr>
<tr>
<td><strong>Graduation Rate</strong></td>
<td>Measures the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students by showing the percentage of these students who complete their degree or certificate within a 150% of “normal time” for completing the program in which they are enrolled.</td>
</tr>
<tr>
<td><strong>Grant</strong></td>
<td>Financial aid, often based on financial need that does not need to be repaid (unless, for example, you withdraw from school and owe a refund).</td>
</tr>
<tr>
<td><strong>Independent Student</strong></td>
<td>An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.</td>
</tr>
<tr>
<td><strong>Lender</strong></td>
<td>The organization that made the loan initially; the lender could be the borrower’s school; a bank, credit union, or other lending institution; or the U.S. Department of Education.</td>
</tr>
<tr>
<td><strong>Lifetime Eligibility Used (LEU)</strong></td>
<td>The amount of all Federal Pell Grant aid (in percentage) awarded to you divided by the amount of Pell Grant aid you would have been eligible to receive based on full-time enrollment. The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding.</td>
</tr>
<tr>
<td><strong>Loan Servicer</strong></td>
<td>A company that collects payments on a loan, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a loan on behalf of a lender. If you’re unsure of whom your federal student loan servicer is, you can look it up on <a href="http://www.nslds.ed.gov">www.nslds.ed.gov</a>.</td>
</tr>
<tr>
<td><strong>Master Promissory Note</strong></td>
<td>A binding legal document that you must sign when you get a federal student loan. The MPN can be used to make one or more loans for one or more academic years (up to 10 years). It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It’s important to read and save your MPN because you’ll need to refer to it later when you begin repaying your loan or at other times when you need information about provisions of the loan, such as deferments or forbearances.</td>
</tr>
<tr>
<td><strong>Merit-based</strong></td>
<td>Based on a student’s skill or ability. Example: A merit-based scholarship might be awarded based on a student’s high grades.</td>
</tr>
<tr>
<td><strong>National Student Loan Data System (NSLDS)</strong></td>
<td>A centralized database, available at <a href="http://www.nslds.ed.gov">www.nslds.ed.gov</a>, which stores information on federal grants and loans. NSLDS contains information on how much aid you’ve received, your enrollment status, and your loan servicer(s). You can access NSLDS using your Federal Student Aid PIN.</td>
</tr>
<tr>
<td><strong>Need-based</strong></td>
<td>Based on a student’s financial need. Example: A need-based grant might be awarded based on a student’s low income.</td>
</tr>
<tr>
<td><strong>Net Price</strong></td>
<td>An estimate of the actual cost that a student and his family need to pay in a given year to cover education expenses for the student to attend a particular school. Net price is determined by taking the institution’s cost of attendance and subtracting any grants and scholarships for which the student may be eligible.</td>
</tr>
<tr>
<td><strong>Net Price Calculator</strong></td>
<td>A tool that allows current and prospective students, families, and other consumers to estimate the net price of attending a particular college or career school.</td>
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<tr>
<td><strong>New Borrower</strong></td>
<td>You are a new borrower if you had no outstanding balance on a Direct Loan Program Loan or a Federal Family Education Loan Program loan as of Oct. 1, 2007, or have no outstanding balance on such a loan on the date you receive a new loan after Oct. 1, 2007.</td>
</tr>
<tr>
<td><strong>PLUS Loan</strong></td>
<td>A loan available to graduate students and parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.</td>
</tr>
<tr>
<td><strong>Principal</strong></td>
<td>The total sum of money borrowed plus any interest that has been capitalized.</td>
</tr>
<tr>
<td><strong>Private Loan</strong></td>
<td>A nonfederal loan made by a lender such as a bank, credit union, state agency, or school.</td>
</tr>
<tr>
<td><strong>Promissory Note</strong></td>
<td>The binding legal document that you must sign when you get a federal student loan. It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It’s important to read and save this document because you’ll need to refer to it later when you begin repaying your loan or at other times when you need information about provisions of the loan, such as deferments or forbearances.</td>
</tr>
<tr>
<td><strong>Satisfactory Academic Progress</strong></td>
<td>A school’s standards for satisfactory academic progress toward a degree or certificate offered by that institution. Check with your school to find out its standards.</td>
</tr>
<tr>
<td><strong>Scholarship</strong></td>
<td>Money awarded to students based on academic or other achievements to help pay for education expenses. Scholarships generally do not have to be repaid.</td>
</tr>
<tr>
<td><strong>Student Aid Report (SAR)</strong></td>
<td>A summary of the information you submitted on your Free Application for Federal Student Aid (FAFSA). You receive this report (often called the SAR) via e-mail a few days after your FAFSA has been processed or by mail within 7-10 days if you did not provide an e-mail address. If there are no corrections or additional information you must provide, the SAR will contain your EFC, which is the number that’s used to determine your eligibility for federal student aid.</td>
</tr>
<tr>
<td><strong>Subsidized Loan</strong></td>
<td>A loan based on financial need for which the federal government pays the interest that accrues while the borrower is in an in-school, grace, or deferment status. For Direct Subsidized Loans first disbursed between July 1, 2012, and July 1, 2014, the borrower will be responsible for paying any interest that accrues during the grace period. If the interest is not paid during the grace period, the interest will be added to the loan’s principal balance.</td>
</tr>
<tr>
<td><strong>Unsubsidized Loan</strong></td>
<td>A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan.</td>
</tr>
<tr>
<td><strong>Verification</strong></td>
<td>The process your school uses to confirm that the data reported on your FAFSA is accurate. Your school has the authority to contact you for documentation that supports income and other information that you reported.</td>
</tr>
<tr>
<td><strong>William D. Ford Federal Direct Loan Program</strong></td>
<td>The federal program that provides loans to eligible student and parent borrowers under Title IV of the Higher Education Act. Funds are provided by the federal government to eligible borrowers through participating schools.</td>
</tr>
<tr>
<td><strong>Work-Study</strong></td>
<td>A federal student aid program that provides part-time employment while you are enrolled in school to help pay your education expenses.</td>
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## Glossary of COTC Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic program/major</td>
<td>A student's area of study; designated courses leading to an associate degree or certificate.</td>
</tr>
<tr>
<td>Academic year</td>
<td>Two semesters (fall and spring), plus summer session and examination periods. COTC's academic year runs summer through spring.</td>
</tr>
<tr>
<td>Accreditation</td>
<td>The process whereby a nationally recognized agency or organization grants recognition to a college or program within the college indicating that it meets established standards of quality. COTC is accredited by the Higher Learning Commission, as well as several other program accrediting agencies.</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>An assessment to identify which courses students should take.</td>
</tr>
<tr>
<td>Advisor (Gateway)</td>
<td>The Gateway Advisor will assist the student in understanding the process of course registration, policies and procedures, adherence to a plan of study, and availability of support services for success. Advisors guide students through all education requirements regardless of student’s area of interest.</td>
</tr>
<tr>
<td>Advisor (Faculty)</td>
<td>Counsels, mentors and guides students toward career choice and development. Guide students in technology-specific courses including course sequencing and understanding of course content.</td>
</tr>
<tr>
<td>Associate's degree</td>
<td>An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.</td>
</tr>
<tr>
<td>Certificate</td>
<td>Short-term career training programs are intended to lead to employment upon completion.</td>
</tr>
<tr>
<td>Code word</td>
<td>A secret code word a student chooses to verify the authenticity of requests for your confidential information; used for when a student calls the Gateway or Financial Aid.</td>
</tr>
<tr>
<td>Cohort</td>
<td>A specific group of students established for tracking purposes.</td>
</tr>
<tr>
<td>COMPASS</td>
<td>A placement assessment used to determine a student’s starting level in the areas of reading, writing, and math.</td>
</tr>
<tr>
<td>Contact hour</td>
<td>Approximate number of hours a student will spend in a classroom per week (for online classes, the approximate number of hours per week a student should expect to spend working on the class).</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>A course or other requirement that must be completed at the same time another course is taken.</td>
</tr>
<tr>
<td>COTC ID Number</td>
<td>A unique number assigned upon application to the college. This number should be used on all documents submitted to COTC.</td>
</tr>
<tr>
<td>Credit hour</td>
<td>A unit of measure representing the equivalent of an hour of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>Refers to the average grade point earned when all college courses attempted are computed into an overall average.</td>
</tr>
<tr>
<td>Dean/Director</td>
<td>An administrator in charge of a division of a university or college.</td>
</tr>
<tr>
<td>Degree</td>
<td>An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td>Degree Requirements</td>
<td>Those requirements prescribed by institutions for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study.</td>
</tr>
<tr>
<td>Degree/certificate-seeking students</td>
<td>A student who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate, or other recognized education credential offered by that institution. To be eligible for federal student aid, you must generally be a regular student. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.</td>
</tr>
<tr>
<td>Dismissal (Academic)</td>
<td>A student who is dismissed is not eligible to register for any credit courses at the college for one full term due to falling below the required GPA as stated in Policies and Procedures.</td>
</tr>
<tr>
<td>Flex Course</td>
<td>A course that is shorter than a semester or term course and can be offered anytime throughout the semester.</td>
</tr>
<tr>
<td>Full-time student</td>
<td>A student enrolled for 12 or more semester credits.</td>
</tr>
<tr>
<td>Hybrid classes</td>
<td>A hybrid course is one that combines online learning (accessible from the Web) and face-to-face instruction.</td>
</tr>
<tr>
<td>In-state (Resident) Student</td>
<td>A student whose permanent residence is in the same state as the college or university the student attends or hopes to attend. In-state students pay lower tuition than do out-of-state students.</td>
</tr>
<tr>
<td>myCOTC (AKA Portal)</td>
<td>myCOTC is a system that allows you to log into one place to access all of your important COTC information including Moodle, COTC email, campus notices, news, events and more.</td>
</tr>
<tr>
<td>Moodle</td>
<td>Online Learning Management System that houses online and hybrid courses. The course syllabus for each course is available in Moodle.</td>
</tr>
<tr>
<td>Multiple Measures for Placement Policy</td>
<td>A hierarchy of measures that COTC will use to determine readiness for college-level gateway Math courses (MATH-130, MATH-140, MATH-150) and for the college-level gateway English course (ENGL-112), and for any course that has prerequisite for Math and/or English proficiency.</td>
</tr>
<tr>
<td>Non-degree-seeking student</td>
<td>A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.</td>
</tr>
<tr>
<td>Online Classes</td>
<td>Online classes meet via computer, through an online learning management system, like Moodle. Online students log in to attend class. There they access course lectures, receive assignments, and correspond with classmates and instructors.</td>
</tr>
<tr>
<td>Out-of-state (Non-Resident) student</td>
<td>Student whose permanent residence is in a different state than that of the college or university which the student attends or hopes to attend.</td>
</tr>
<tr>
<td>Out-of-state tuition</td>
<td>The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.</td>
</tr>
<tr>
<td>Part-time student</td>
<td>A student enrolled for either less than 12 semester credits.</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>Program requirements, including required courses, admission requirements and electives. Non-health students are assigned a plan of study year based upon first term of enrollment. Newly selected health students are assigned a plan of study year based upon first term of enrollment after acceptance.</td>
</tr>
<tr>
<td>Plan of Study Year/Catalog Year</td>
<td>Specific plan of study to which a student is assigned. Non-health students are assigned a plan of study year based upon first term of enrollment. Newly selected health students are assigned a plan of study year based upon first term of enrollment after acceptance. Pre-health students are assigned a catalog year of general and follow the current plan of study until accepted into a program.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td>Petition to Graduate</td>
<td>A request a student submits one semester prior to the semester the student intends to graduate. Each student is responsible for the fulfillment of all graduation requirements in the students' curriculum.</td>
</tr>
<tr>
<td>Pre-College coursework</td>
<td>Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.</td>
</tr>
<tr>
<td>Probation (Academic)</td>
<td>Students who fail to meet minimum GPA standards or who are re-admitted after an academic dismissal may be assigned credit hour or course restrictions when registering.</td>
</tr>
<tr>
<td>Program Evaluation</td>
<td>An electronic evaluation that tracks a student's progress (courses completed, grades received) in the student's degree program, and a key tool in both academic advising and in future course selection. Can be accessed through myCOTC.</td>
</tr>
<tr>
<td>Program Overview</td>
<td>A document summarizing a program, admission requirements to program if applicable and other relevant details students need to know about the technology they have chosen to study.</td>
</tr>
<tr>
<td>Semester (calendar system)</td>
<td>A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may also be an additional summer session.</td>
</tr>
<tr>
<td>Student Planning</td>
<td>A system used to plan and track your progress toward your educational goal. You will work with your Academic Advisor to create an online academic plan, register from your plan for future semesters, track your progress toward your degree or certificate completion, and explore other degree or certificate options.</td>
</tr>
<tr>
<td>Syllabus</td>
<td>A document that lists a course's objectives and requirements. Each instructor distributes a syllabus at the beginning of the semester.</td>
</tr>
<tr>
<td>Term</td>
<td>Refers to the time period of 7-week sessions within a semester during which some courses are offered (first term/second term).</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>Credit from coursework taken at a previous institution which is accepted toward a degree requirement at COTC. Must have an official transcript on file with Gateway Student Records in order to award transfer credit.</td>
</tr>
<tr>
<td>Transcript</td>
<td>An official record of student performance showing all schoolwork completed at a given school and the final grade or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the grading scale used by the school.</td>
</tr>
<tr>
<td>Tuition</td>
<td>The amount of money charged to students for instructional services. Tuition charges are based on number of credits and are subject to change.</td>
</tr>
<tr>
<td>Tuition payment plan</td>
<td>A program that allows tuition to be paid in installments spread out over an agreed upon period of time, sometimes without interest or finance charges.</td>
</tr>
<tr>
<td>Two-year institution</td>
<td>A postsecondary institution that offers programs of at least 2 but less than 4 years duration. Referred to as Community or Technical Colleges. Does not include bachelor's degree-granting institutions where the baccalaureate program can be completed in 3 years.</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>A student enrolled in a bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.</td>
</tr>
<tr>
<td>Username</td>
<td>A unique combination of student's last name and series of numbers (lastname-#####). The username is used to log into myCOTC and is the first part of the student's COTC email address (lastname-#####@cotc.edu).</td>
</tr>
<tr>
<td>WritePlacer</td>
<td>Part of Accuplacer, determines whether you are eligible for placement into Composition I and other courses which have an English prerequisite.</td>
</tr>
</tbody>
</table>
NON-DISCRIMINATION STATEMENT  Central Ohio Technical College is committed to building and maintaining a diverse community to reflect human diversity, and to improve opportunities for all. The college is committed to equal opportunity and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as matter of law. Central Ohio Technical College does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis under the law, in its activities, programs, admission and employment. General information, questions, concerns or complaints related to these matters are to be directed to the Title IX Coordinator Holly Mason, Warner Center, Suite 236, Ohio State Newark/COTC, 1179 University Drive, Newark, Ohio 43055-1797 (740) 366-1351 or ADA/504 Coordinator Connie Zang at the same location.